

Budget Brief: DAS Executive Director's Office

CAPITAL FACILITIES AND GOVERNMENT OPERATIONS

FY 2010

SUMMARY

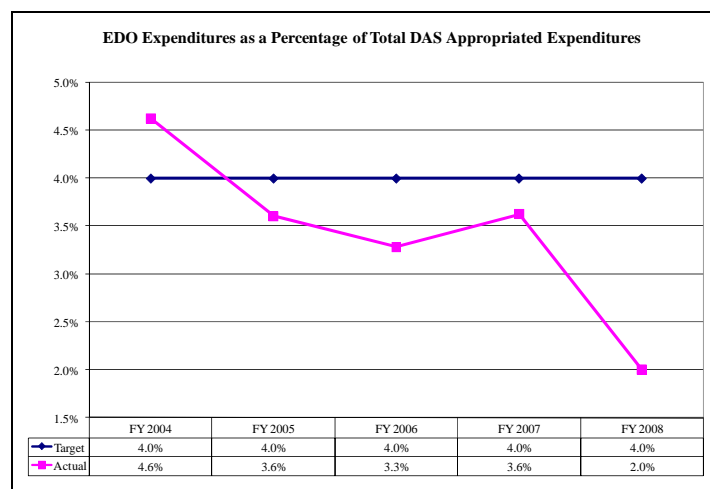
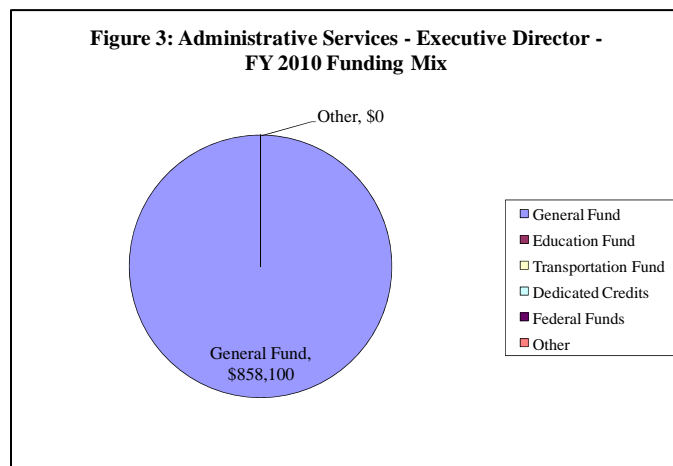
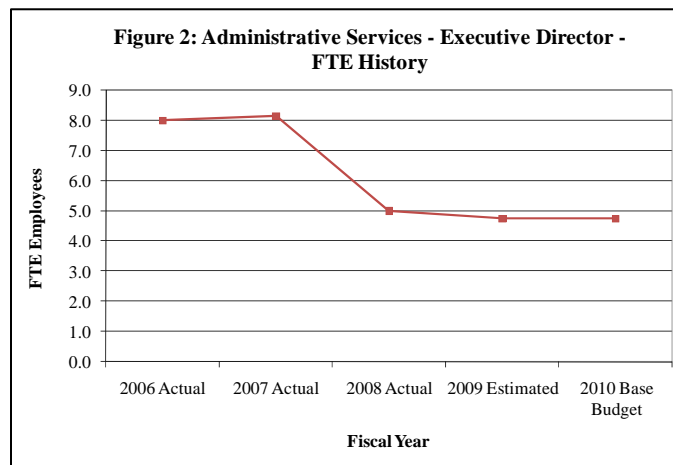
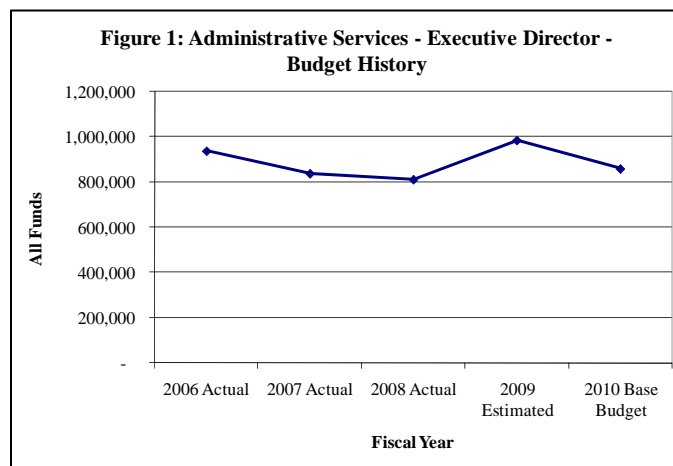
The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, internal auditing, and public relations for the Department of Administrative Services. While the client base for most state agencies is taxpayers, the primary customers for the Department of Administrative Services are other state agencies.

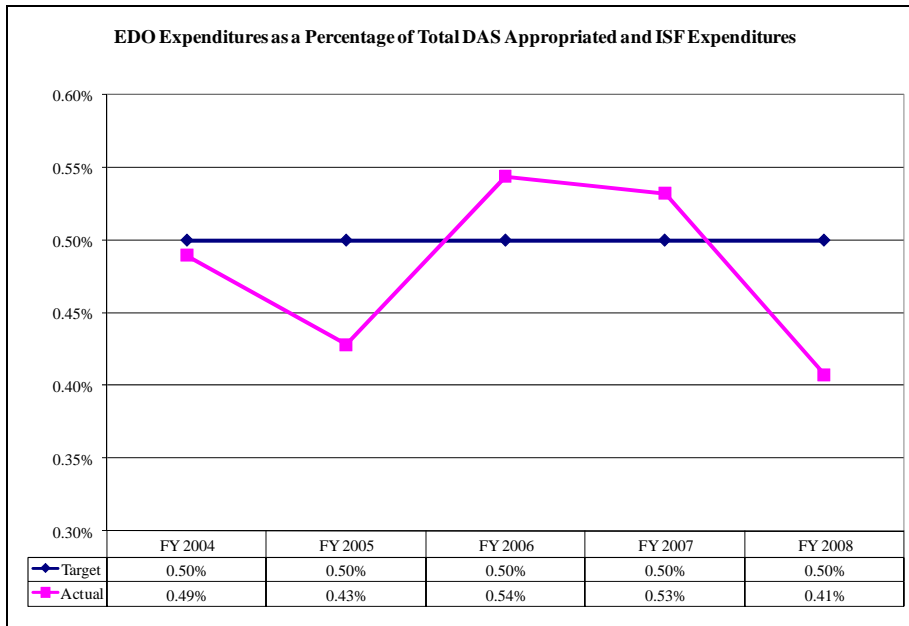
The Director helps coordinate inter-agency cooperation on issues such as fleet consolidation, archival procedures and purchasing guidelines.

During the 2005 General Session the Legislature opted to outsource the Office of Child Welfare Parental Defense (OCWPD) program and placed the Office within the EDO line item to oversee the contract. The Office contracts with licensed attorneys to represent indigent parents and to assist parental attorneys in fulfilling their duties.

ACCOUNTABILITY DETAIL

The primary responsibility of the EDO is administrative oversight. Administrative overhead should be kept as low as possible so more dollars can be allocated to service-providing programs.





These measures show the EDO budget as a percentage of the DAS appropriated budgets (first chart) and total DAS budgets including ISFs (second chart). In FY 2008 the EDO operating budget decreased by \$20,000 while total departmental expenditures increased by \$17.5 million due mostly to increased pass-throughs in Finance Mandated programs.

BUDGET DETAIL

Appropriated General Funds increased in FY 2006 as the Legislature transferred \$125,000 from the Office of Child Welfare Parental Defense to the EDO for contract oversight. Beginning in FY 2006 the EDO has opted to break out the Child Welfare Parental Defense program from the rest of the EDO budget, but both are still contained in the same line item.

Nonlapsing Balance

The EDO requests that \$65,000 not lapse at the end of FY 2009. These funds will be used for IT special projects, IT programming, studies, and parental defense conferences:

- \$25,000 for the Parental Defense program to support a large conference for Utah parental defense attorneys statewide
- \$40,000 for a customer profiling IT project that will help the EDO understand customer needs and how to provide best quality service. This project will help customers better understand DAS products and services and is intended to save taxpayer money by running a better, more efficient department.

Intent Language

The Analyst recommends the Legislature adopt the following supplemental intent language for Fiscal Year 2009:

Under terms of UCA 63J-1-402(3), the Legislature intends not to lapse Item 38, Chapter 2, or Item 26, Chapter 392, Laws of Utah 2008. Expenditure of these funds is limited to: Customer profiling project - \$40,000; Child Welfare Parental Defense expenses - \$25,000.

Fees

In accordance with UCA 63J-1-303, the following fees are proposed for the Department of Admin. Services in FY 2010:

	FY 2009 Current	FY 2010 Proposed	Difference	FY 2010 # Units	Revenue Change
a. Photocopy made by state employee for public, per page	0.50	0.50			
b. Certified copy of a document, per certification	2.00	2.00			
c. Fax request (long distance within US), per number	2.00	2.00			
d. Fax request (long distance outside US), per number	5.00	5.00			
e. Mail request (address within US), per address	2.00	2.00			
f. Mail request (address outside US), per address	5.00	5.00			
g. Research or service fee: as provided by 63-2-203(2)					
h. Extended research or service fee: as provided by 63-2-203(2)					
i. Photocopy made by requestor, per page	0.10	0.10			
j. Microfilm copy, per fiche	0.50	0.50			
k. Microfilm copy, per 35mm film print (silver)	20.00	20.00			
l. Microfilm copy, per 16mm film print (silver)	18.00	18.00			
m. Microfilm copy, per 16mm film print (thin)	10.00	10.00			
n. Microfilm copy, per 35mm film print (diaz)	10.00	10.00			
o. Microfilm copy, per 16mm film print (diaz)	9.00	9.00			
p. Microfilm to CD/DVD, per reel	15.00	15.00			
q. Paper copies from microfilm, made by staff	1.00	1.00			
r. Paper copies from microfilm, made by requestor	0.25	0.25			
s. Electronic documents, per diskette	0.60	0.60			
t. Electronic documents, per DVD	4.00	4.00			
u. Electronic documents, per CD	2.00	2.00			
v. Laser printer output, per page by staff	0.50	0.50			
w. Laser printer output, per page by requestor	0.10	0.10			

LEGISLATIVE ACTION

The Analyst recommends the Legislature consider adopting:

1. A total base appropriation of \$858,100 for the Executive Director's Office line item.
2. Intent language making the FY 2009 appropriation nonlapsing but limited to uses specified in the language.
3. GRAMA fees as shown above for the entire Department of Administrative Services.

BUDGET DETAIL TABLE

Administrative Services - Executive Director						
	FY 2008	FY 2009		FY 2009		FY 2010*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	868,500	940,100	(82,000)	858,100	0	858,100
General Fund, One-time	0	(21,000)	82,000	61,000	(61,000)	0
Beginning Nonlapsing	61,900	62,000	3,000	65,000	(65,000)	0
Closing Nonlapsing	(65,000)	(12,900)	12,900	0	0	0
Lapsing Balance	(54,900)	0	0	0	0	0
Total	\$810,500	\$968,200	\$15,900	\$984,100	(\$126,000)	\$858,100
Programs						
Executive Director	740,400	822,700	36,900	859,600	(122,000)	737,600
Parental Defense	70,100	145,500	(21,000)	124,500	(4,000)	120,500
Total	\$810,500	\$968,200	\$15,900	\$984,100	(\$126,000)	\$858,100
Categories of Expenditure						
Personal Services	508,400	594,300	(9,700)	584,600	(11,400)	573,200
In-State Travel	0	400	0	400	0	400
Out of State Travel	5,400	3,900	2,000	5,900	0	5,900
Current Expense	209,900	212,300	(7,300)	205,000	(163,500)	41,500
DP Current Expense	86,800	157,300	30,900	188,200	48,900	237,100
Total	\$810,500	\$968,200	\$15,900	\$984,100	(\$126,000)	\$858,100
Other Data						
Budgeted FTE	5.00	5.00	(0.25)	4.75	0.00	4.75
Actual FTE	4.2	0.0	0.0	0.0	0.0	0.0
*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.						